



Dear _____

I am requesting permission and funding to attend the 49th Annual Training Institute of the American Probation and Parole Association (APPA) which will take place in Indianapolis, IN, June 28 – July 1. Attending this training institute will expand my community corrections knowledge; allow me to obtain take-aways that will enhance my understanding of proven resources and supervision techniques; and expose me to verified offender case management/intervention strategies.

Numerous workshops will be offered focusing on topics related to best practices, current trends, emerging research, and policies that support effective program development and evaluation. The training institute will also feature APPA’s 3rd Annual Women’s Symposium – Women Inspiring Women: Empowerment through Unity. APPA is also offering unique Intensive Sessions to engage in deeper conversation on key topics in community corrections. Not to forget a private showing of the highly anticipated film, The 50 – a documentary that asks how a group of so underestimated became agents of radical change and the first men to become California certified counselors while inmates of that same state’s prison system. With countless learning and networking opportunities to interact with likeminded professionals, these training components will give me a sense of encouragement, inspiration and leave me empowered to return to my office ready to share my experience with my peers, but also continue contributing value to my respective organization. I eagerly look forward to sharing information about best practices, contacts, resources, tools and trends following the training institute.

To help with your decision, the registration cost to attend the institute is:

Registration Rate	Early Bird Rate By 6/3/24	Late Rate 6/3/24
Member	\$460.00	\$512.00
Non-member	\$512.00	\$572.00
Agency Member	\$475.00	\$535.00
Agency Non-member	\$527.00	\$587.00

If you are unable to support my in-person attendance, APPA is offering a virtual, online training institute experience. The costs to participate in the virtual training institute are \$146 and \$195 for members and non-members, respectively, if registered by June 3, 2024. After June 3, the rates are \$195 and \$245.

I do not want to miss this exceptional educational opportunity. Having representatives from

_____ at this training will allow us to gain valuable insight and information that will contribute to lasting change in our community corrections world. You can find more information about the APPA’s 49th Annual Training Institute by visiting the website at appa-net.org.

Thank you for your thoughtful consideration of my request.

Sincerely,
